



นิติบุคคลหมู่บ้านจัดสรรเอ็มเมอร์ลด์ กรีน  
Emerald Green Housing Estate Juristic Person  
357 หมู่ที่ 13 ตำบลทับใต้ อำเภอหัวหิน จังหวัดประจวบคีรีขันธ์ 77110  
357 Moo.13 Tab Tai Sub District, Hua-Hin District, Prachuap Khiri Khan 77110  
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**Minutes of the Emerald Green Juristic Board Meeting #12 held on 10<sup>th</sup> May 2019 at 13:00**  
**at the Office of The Emerald Green**

**Attendees:**

**Emerald Green:** Khun Robert, Khun Alex (via video), Khun Pete

**Apologies:** Khun Tim

**QPM:** Khun Lek, Khun Ning

**Attachments:** Page 10

| No    | Subject/Action   | Result  | Owner | Target Date               | Status          |
|-------|--|---|-------|---------------------------|-----------------|
|       | <b>Agenda 1</b>  | <b>Approval of previous minutes</b>   |       |                           |                 |
| 3/1/1 | Approval of minutes of meeting held on 19 <sup>th</sup> April 2019 | Approved  | All   | N/A                       | <b>Complete</b> |
|       | <b>Agenda 2</b>  | <b>Common Area Maintenance Fees</b>   |       |                           |                 |
| 4/3/2 | CAM Defaulters   | There are now 7 debtors with injunctions placed. A letter to be sent to all debtors. In total, there are 11 debtors and plot 77 is to have an injunction placed at the Land Department. | QPM   | 1 <sup>st</sup> July 2019 | <b>Open</b>     |

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| 6/3/1 | CAM-Defaulters to Asia-Group (2016): According to the Hand-over Document (MOA) the developer has passed all rights on uncollected CAMs to the JP. Request defaulters to pay Asia-Group debts of 2016 to JP-account | All efforts to pursue these debts has been exhausted by the Board.<br>It was agreed that it is not financially viable to pursue this matter any further so the remaining debts from 2016 will be written off.<br>Unanimous decision.   |       |                            | <b>Complete</b> |
| 7/3/2 | Following 6/7/1. Legal advice is required to take action through the courts against CAM debtors.   | Pete consulted with a lawyer who was confident that the courts will award in the JP favour for all debtors.<br>QPM is tasked to commence legal proceedings to sue all debtors.<br>Bunjerd Yamoath Law Office has prepared letters to be sent to debtors.<br>Bunjerd Yamoath Law Office waiting the Land Office registration Chair Person to be complete.<br>Request Bunjerd Yamoath Law Office send Litigation costs in case by case.<br>Bunjerd Yamoath Layer inform QPM the Maintenance fee for 2016 can try file a litigation but the judge will decide the debtor should be paid or not. | QPM   | 14 <sup>th</sup> June 2019 | <b>Open</b>     |
| 8/3/1 | Follow up of CAM Fee non-payers  | QPM to expedite the non-payers for 2019. 6 invoices have not been paid.  | QPM   | 14 <sup>th</sup> June 2019 | <b>Open</b>     |
|       |  | QPM have contacted the properties who have not paid the bank charges for transfer to funds and this will be settled at the next invoice period.  | QPM   | 30 <sup>th</sup> July 2019 | <b>Open</b>     |

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| 8/3/2  | Invoices for the second CAM Fee period of 2019.   | All invoices must be sent out by 1 <sup>st</sup> June 2019  | QPM   | 1 <sup>st</sup> June 2019 | Open   |
|        | <b>Agenda 3</b>   | <b>Common Area – Infrastructure</b>   |       |                           |        |
| 3/8/3  | Noisy entrance barrier: QPM to arrange for TopCCTV to investigate   | Barrier motor has been sent to Bangkok for repair. Awaiting the return.<br>Top CCTV confirmed will installed new control barrier machine within 14/5/2019   | QPM   | 14 <sup>th</sup> May 2019 | Open   |
| 4/9/1  | Proposal to build a roundabout with a portrait of the King in the centre  | Action on hold and will be presented at the next AGM.   | All   | AGM 2020                  | Open   |
| 4/10/1 | Common area paint: Entrance bridge, security hut, office, etc., should start as soon as a handyman is employed (also see 4/7/2) | A list of repairs and rework to common area to be prepared followed by contractors to conduct the work.<br>A list was presented to the Board by QPM attached to these minutes.<br>Work to commence 22 <sup>nd</sup> April.<br>Quotation for pool lights is 9450 for 3 lights and to proceed.<br>Purchasing 3 swimming pool lights already Wait for the technician come to installation.<br>Work repaint the common area has been completed.<br>The worker sends Quotation for repaint club house (only outside) 50,000 Bath. QPM will looking another worker offering cheaper rates | QPM   | 31 <sup>th</sup> May 2019 | Open   |

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| 5/6/1 | Damage to the common area roads in need of repair. | 3 quotations received for 65,000. Accepted at the AGM with Mr Tawatchai selected as the preferred contractor. Mr Tawatchai requires a 50% deposit. QPM to establish when he can commence the work. Mr Tawatchai will start work around 18 <sup>th</sup> – 20 <sup>th</sup> May 2019 after him get cash cheque already Receive cash cheque for repair common area road 10/5/2019 | QPM   | 24 <sup>th</sup> May 2019 | Open   |
| 5/7/4 | Pool Pump Room                                     | Broken sealing caused leakage. It has been reported that the pool pump is defective and requires replacing. WinWin are the preferred vendor at a cost of 26,882 THB. QPM take ordered the pool pump already and waiting cash cheque for payment.  | QPM   | 10 <sup>th</sup> May 2019 | Open   |
| 5/7/5 | Pool Fountain                                      | Proposal from Khun Hans to change the Pool fountain. QPM to obtain costs for converting the fountain. QPM present The fountain style from Mr.Hans ,have cost for making around 3,000 – 4,000 THB. And will looking another style.   | QPM   | 31 <sup>th</sup> May 2019 | Open   |

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| 5/7/7 | Floods & Drains      | <p>Kh Ning was informed that Emerald Resort also plans the maintenance of the sewer system. Local government will inspect and provide a quotation.</p> <p>Quotations received for 39,560 THB per day or 228,000 THB for 10 days.</p> <p>AGM approved. QPM to report on a start date. QPM waits for invoices from Hua Hin Municipality because they never made an invoice before and need to separate the invoice into 2 items.</p> <p>Receive cash cheque for cleaning drained around 17/5/2019</p> | QPM   | 31 <sup>th</sup> May 2019 | Open   |
| 7/4/1 | Insurance            | <p>Quotations provided and AGM chose AXA. Follow up the AXA company send the policy schedule to office.</p>   | QPM   | 31 <sup>st</sup> May 2019 | Open   |
| 8/4/3 | Playground           | <p>A resident has proposed to install a children's playground on one of the empty plots. Costings will be obtained and presented at the next AGM.</p>   | QPM   | AGM 2020                  | Open   |
| 9/4/1 | Loose wires hanging. | <p>QPM to arrange for all the loose wires hanging to be tidied and made neater.</p> <p>Further ISPs will come to tidy up. This requires expediting.</p> <p>QPM will send letter to AIS TRUE and TOT for hanging internet cable to be tidied because QPM try to contact the call center of each company but they did not send a technician come to service.</p>  | QPM   | 10 <sup>th</sup> May 2019 | Open   |

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| 11/2/1 | The pool pump room requires a new filter. | Quotations reviewed with S Napa selected to install the replacement filter.   | QPM   | 10 <sup>th</sup> May 2019 | Open   |
| 11/2/2 | Perimeter wall repairs.                   | A procedure for Members residing along the perimeter wall is required so that they can request the Board to conduct repairs to the wall where necessary. Not to include cosmetic work.  | Pete  | 10 <sup>th</sup> May 2019 | Open   |
|        |   | Board of Directors have resolution should Khun Kedt the worker of Khun Mallika to be repair wall at North site 10,000 THB.  | QPM   | 31 <sup>st</sup> May 2019 | Open   |
| 11/3/1 | Road mirrors                              | A member at the AGM proposed to have more road mirrors placed to improve road safety. A map of existing and proposed new mirrors to be presented at the next board meeting.   | Pete  | 10 <sup>th</sup> May 2019 | Open   |
|        | <b>Agenda 4</b>                           | <b>Landscape &amp; Gardening</b>  |       |                           |        |
| 3/4    | Empty Plots                               | QPM have a fence priced at 18,520 THB. It was voted at 4 in favour and 1 against to proceed. QPM to purchase and arrange installation. Installation has commenced but the fence posts require changing. QPM will looking fence posts made of steel for changed. | QPM   | 31 <sup>th</sup> May 2019 | Open   |
| 11/4/1 | Estate Pond.                              | The condition of the estate pond was debated and potential solutions discussed including partially filling it in with landscaping. Further information required with costings.  | All   | 10 <sup>th</sup> May 2019 | Open   |

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|       | <b>Agenda 5</b>  | <b>Finance</b>   |             |                           |        |
| 1/4/9 | Number of bank accounts has to be discussed. Make petty cash available for office. | Robert proposed that the Board of Directors take responsibility of 10,000THB Petty Cash, stored in the office safe.<br>A new combination will be provided to the Board. Process to commence on 1 <sup>st</sup> March 2019.<br>Update: The safe key and combination has been handed to the committee with 4,400 THB. The remaining 5,600 requires adding to the safe. | QPM         | 18 <sup>th</sup> May 2019 | Open   |
|       | <b>Agenda 6</b>  | <b>Bylaws &amp; Rules</b>  |             |                           |        |
| 6/7/2 | Draft By-Laws  | Revised By-laws were not accepted at the AGM so will need to be re-presented for 2020.<br>Until then the current By-laws will be translated to English.<br>QPM will send by – Laws Thai version in file Word within 2 weeks  | Pete<br>QPM | 24 <sup>th</sup> May 2019 | Open   |
| 9/7/1 | Garbage Bins. Letter for removing unwanted bins.                                   | A letter to be sent to all residents to remove all unwanted garbage bins. Unwanted bins can be collected if left on the road from Saturday through to Tuesday.<br>QPM is responsible for drafting a letter and send to the residents.  | QPM         | 18 <sup>th</sup> May 2019 | Open   |
|       | <b>Agenda 7</b>  | <b>Feedback &amp; Complaints</b>   |             |                           |        |
| 6/8/1 | Review open complaints.  | 5 complaints reviewed and replies agreed.  | All         | Ongoing                   | Open   |
|       | <b>Agenda 8</b>  | <b>Security</b>  |             |                           |        |

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|        | <b>Agenda 9</b>   | <b>Communication</b>  |       |                            |        |
|        | <b>Agenda 10</b>  | <b>Management</b>   |       |                            |        |
| 6/11/2 | Incident at guard house on 19 <sup>th</sup> Oct. 2018: Resident rotated CCTV-cameras, ripped-off one box. Police report available. State of repair      | There still remains the open/close button that is required to be replaced.<br>Pete to investigate a replacement button control.   | Pete  | 31 <sup>th</sup> May 2019  | Open   |
|        | <b>Agenda 11</b>  | <b>Perimeter Wall</b>   |       |                            |        |
| 1/9/1  | Re-assess the status-quo, Peter will develop a project plan for a step-by-step repair and refurbishment project dependant on costs and available funds. | Details for the rework of the remaining walls is required.<br>T.A. Tec – 32,100 selected at the AGM.<br>QPM to have TA Tec commence as soon as possible.<br>T.A. Tec send quotation making Drawing Plan for repair Perimeter Wall In accordance with the repair method as presented by the engineer in the report 20,000 THB. Board of Directors have resolution approve Drawing Plan for repair Perimeter Wall form T.A.Tec. | QPM   | 31 <sup>th</sup> May 2019  | Open   |
|        |   | Quotations from contractors to conduct the rework is required.<br>Quotation is dependent on the structural survey.  | All   | 10 <sup>th</sup> June 2019 | Open   |
|        |   | Following the above action Khun Pete will create a project plan for implementation.   | Pete  | 10 <sup>th</sup> Aug 2019  | Open   |
|        | <b>Agenda 12</b>  | <b>AGM 2019</b>   |       |                            |        |



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| 11/12/1 | The AGM proposed and voted to fund the clearing of the vegetation along the outside of the perimeter wall. | The count of votes for, against and abstentions is required to be included in the AGM minutes. QPM to establish the votes from all Members that were in attendance at the AGM, including Proxy votes.<br>Take this Agenda to EGM 2019 | QPM   | 15 <sup>th</sup> June 2019 | Open   |
|         | <b>Agenda 13</b>   | <b>Any Other Business</b>   |       |                            |        |
| 12/13/1 | EGM 2019   | Date for EGM 2019 is 15 June 2019<br>And will inform the members about location and send out document again in next week.   | QPM   | 17 <sup>th</sup> May 2019  | Open   |
|         |  | Prepare documents and schedule meeting date.  | QPM   | 18 <sup>th</sup> May 2019  | Open   |

Minutes approved:

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**Chairperson of the Emerald Green Board of Directors**



EMERALD GREEN

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Emerald Green Housing Estate Juristic Person

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### Attachments

|     |           | Outstanding CAM Fees up to March 2019 |                   |
|-----|-----------|---------------------------------------|-------------------|
| No. | House No. | Debt 2019                             | Total Debt        |
| 1   | 3         | 12,600                                | 21,700            |
| 2   | 31        | 8,400                                 | 50,026.67         |
| 3   | 33/34     | 0                                     | 14,872.66         |
| 4   | 45        | 12,600                                | 69,300            |
| 5   | 46        | 15,600                                | 58,833.34         |
| 6   | 71        | 0                                     | 19,253.33         |
| 7   | 77        | 8,520                                 | 17,040            |
| 8   | 105-106   | 18,720                                | 18,720            |
| 9   | 109       | 12,600                                | 12,600            |
|     |           | <b>76,440.00</b>                      | <b>275,155.00</b> |

### Repair List

1. Paint Clubhouse ceiling
2. Check electrical systems in the Clubhouse
3. Remove broken Pool Lights
4. Check lamp poles and repair as necessary